

Chapter 9	Parking and Loading		9.1-1
	Part 1	Motor Vehicle Parking Standards	9.1-1
	Part 2	Standards	9.2-1
	<i>Appendix 9A</i>	<i>Bicycle Parking Design Manual, 2002</i>	<i>9A-1</i>

The requirements of this Part are intended to provide off-street parking, queuing and loading facilities in proportion to the need created by each land use. They are further intended to provide for accommodation of vehicles in a functionally and aesthetically satisfactory manner and to minimize external effects on adjacent land uses.

The following terms relating to Motor Vehicle Parking and Loading are included in the Definitions (Chapter 1 Part 2):

Truck, -Light Truck, -Medium Truck, -Heavy Truck, Utility Trailer, Vehicle, Vehicle Passenger, Vehicle Recreational

9.1.1 Relationship to the Comprehensive Plan

The parking and loading standards prescribed by this Part are intended to implement the following Cornerstone 2020 Comprehensive Plan Goals and Plan Elements.

Goals	Plan Elements
Community Form Strategy A3	Guidelines 2, 3, 7

9.1.2 Applicability

The requirements of this Part shall apply to all parking and loading areas in all Form Districts, whether required by this Land Development Code or created for the convenience of property owners or users. No certificate of occupancy shall be provided unless and until the appropriate motor vehicle parking and loading facilities are provided in compliance with this Part.

9.1.3 Calculating Parking Requirements / Allowances¹

- A. Parking Spaces Required / Allowed. The minimum and maximum number of parking spaces required/allowed is based upon both the use and the Form District/Planned Development District in which that use is located. To determine the minimum number of parking spaces required and the maximum allowed, locate the applicable standard based on the Form District/Planned Development District in which the use is located in Table 9.1.1 and apply that standard to the requirements associated with the specific use located in Table 9.1.2.

¹ See appendix 1C for changes to this section in effect within the City of Middletown.

- B. Parking Requirements for Additions to Existing Structures/ Uses. The following standards shall apply when any existing use or structure is proposed for an addition or expansion that increases the unit(s) of measurement (such as number of dwelling units, gross or leasable floor area, seating capacity, building or portion of building maximum occupancy/ capacity, or number of employees) used for computing the required parking facilities for that use.
1. When a lawful building or use not meeting the requirements for motor vehicle parking is increased in gross floor area by fifty (50) percent or less, then only the addition shall be required to meet the standards of this Part. The existing building or use is not required to come into compliance with the standards of this Part.
 2. When a lawful building or use not meeting the requirements for motor vehicle parking is increased in gross floor area by more than fifty (50) percent, then both the existing building or use and the addition shall be required to meet the standards of this Part. This provision shall be cumulative and shall apply to any single or group of successive increases that occur after the effective date of this Part.
 3. When a lawful building or use not meeting the requirements for motor vehicle parking is increased in gross floor area to the extent that three or less parking spaces are required as a result of the addition, no additional parking spaces shall be required. This exception shall be cumulative and in no case shall its use allow a single or group of successive increases that occur after the effective date of this Part to exceed the three parking space threshold.
- C. Parking Requirements for a Change of Use. When a change of use occurs, the minimum number of parking spaces required by this Part for the new use shall be provided. These parking spaces must meet the dimensional requirements depicted in **Section 9.1.13** of this Part. In those cases that the existing number of parking spaces on the site exceeds the maximum permitted by this Part for the new use, the new use may continue utilizing those parking spaces, but may not add new parking spaces without a Parking Waiver.
- D. Parking Requirements for Uses not Listed. Parking requirements for a use not specifically listed in Table 9.1.2 shall be determined by the Planning Commission or its designee based on the standards for the closest comparable use and on the particular parking demand and trip generation characteristics of the proposed use.
- E. Different Use Areas

Example: In a 40,000 square foot building with a 30,000 square foot warehouse and a 10,000 square foot accessory office area, the required or allowed parking would be computed separately for the office and warehouse uses.

1. The number of parking spaces shall be computed based on the primary uses on the site except as stated in E.2. of this Section, below. Where there are two or more separate primary uses on a site, the required or allowed parking for the site shall be the sum of the required or allowed parking for the individual primary uses. For joint use parking provisions, see Section 9.1.6 of this Part.
2. When more than twenty (20) percent of the gross floor area of all buildings on a site is in an accessory use, the required or allowed parking shall be calculated separately for the accessory use.

Exception: An accessory use constituting twenty (20) percent or less of the gross floor area of all buildings on a site shall be calculated independently when the accessory use is specified in the parking requirements for the primary use found in Table 9.1.2.

F. Calculations.

1. When the calculation of the number of required or allowed parking spaces result in fractions, any fraction less than one-half ($1/2$) shall be disregarded and any fraction of one-half ($1/2$) or more shall be rounded up to the next whole number.
2. If the maximum number of parking spaces allowed is less than one, then the maximum number is automatically increased to one.
3. If the maximum number of parking spaces allowed is less than or equal to the minimum number required, then the maximum number is automatically increased to one more than the minimum.

Table 9.1.1: Minimum and Maximum Parking Spaces Based on Form District/ Planned Development District

FORM DISTRICT/ PLANNED DEVELOPMENT DISTRICT	REQUIREMENT
Neighborhood Village Town Center Planned Village Development District	Minimum Required in Table 9.1.2 is Applicable Maximum Allowed in Table 9.1.2 is Applicable Notes 1, 2, 7 and 8 are applicable in the Neighborhood, Village and Town Center Form Districts. If a development incorporates the options described in notes 1 and 2, the maximum cumulative reduction shall be 15%.
Traditional Neighborhood Traditional Marketplace Corridor Traditional Workplace	Minimum Required in Table 9.1.2 is Applicable Maximum Allowed in Table 9.1.2 is Applicable Notes 1, 2, 4, 6, 7 and 8 are applicable in the Traditional Neighborhood Form District.
Campus Suburban Workplace	Minimum Required in Table 9.1.2 is Applicable Maximum Allowed in Table 9.1.2 is Applicable Notes 1, 3, 7 and 8 are applicable in the Campus and Suburban Workplace Form Districts. If a development incorporates the options described in notes 1 and 3, the maximum cumulative reduction shall be 30%.
Downtown	There is No Set Minimum in This Form District There is No Set Maximum in This Form District
Regional Center Marketplace Corridor	Minimum Required in Table 9.1.2 is Applicable Maximum Allowed in Table 9.1.2 is Applicable Notes 1, 2, 5, 7 and 8 are applicable in the Regional Center and Suburban Marketplace Corridor Form Districts. If a development incorporates the options described in notes 1, 2 and 5, the maximum cumulative reduction shall be 20%.
Planned Transit Development District	80% of the Minimum Required in Table 9.1.2 is Applicable Maximum Allowed in Table 9.1.2 is Applicable Notes 2, 7 and 8 are applicable in the Planned Transit District.

Note: All reductions are cumulative unless otherwise specified and, when utilized, all percentages shall be calculated using the minimum number of parking spaces required by Table 9.1.2.

Table 9.1.1 Notes:

1. A ten (10) percent reduction in the minimum required number of spaces shall apply to any development with a regularly scheduled transit stop within 200 feet of the site, measured using the shortest walking distance (following sidewalks and designated crosswalks). The reduction shall be limited to five (5) percent in the Regional Center Form District. The reduction shall apply to any development within 200 feet of a designated transit route, rather than a stop, in the Traditional Neighborhood, Traditional Marketplace Corridor and Traditional Workplace Form Districts.
2. A ten (10) percent reduction in the minimum required number of spaces for non-residential uses shall apply to any neighborhood or community serving development that incorporates residential uses equal to 25% of the floor area of the total development, within or adjacent to the development site. The residential uses must be part of the same development plan, and credit may not be given for existing residential uses. Developments providing residential uses less than 25% of the non-residential area shall qualify for a proportional reduction in required parking spaces. (Proportional reduction in parking spaces means that a use providing residential floor area equal to 20% of the non-residential floor area receives an 8% reduction; 15% residential qualifies for a 6% reduction, etc.) If residential uses occupy upper story(ies) over non-residential use, no parking shall be required for dwelling units equaling 25% of the non-residential use. Residential uses greater than 25% of the non residential development shall provide parking in accordance with this Part.
3. Applicants may defer construction of up to 30% of the required number of spaces, if the applicant commits to implement a traffic demand management plan which eliminates the need for the number of parking spaces being deferred. This 30% deferral shall be in addition to any other reductions provided in this Part. The use of this provision shall require that an area owned or controlled by the applicant and large enough to provide the deferred parking spaces be set aside and maintained as open space. The plan shall be prepared in accordance with guidance established by the Planning Director. The Director shall consult with the agency responsible for approval of off-street parking facilities in review of the plan, and the Planning Director may approve, approve with conditions, or deny said plan. The deferral of parking space construction shall continue for as long as the traffic demand management plan is in effect and the demand for vehicle parking is satisfied on property owned or controlled by the applicant. The Director shall notify the building permit issuing department of any approved reduction in parking. Applicants shall agree to construct the deferred parking spaces if the Planning Director finds that any portion of the plan is not in effect or that the demand for vehicle parking is not being satisfied on the site. Provisions of the traffic demand management plan shall be enforceable in the same manner as binding elements.
4. No minimum number of spaces shall be required for residential uses that are located in the Central Business District.

5. An area equal to that needed to provide up to ten (10) percent of the parking spaces required for retail uses may be delineated from the balance of the parking lot with removable barriers and be used as open space, recreational facilities or outdoor sales/display area during the non-peak period (January 15th to November 15th or any other ten month non-peak period approved by the Planning Director). This area shall be surfaced with grass or a semi-pervious or other paving system, excluding asphalt or concrete, approved by the agency responsible for approval of off-street parking facilities. Parking areas existing at the time of adoption of this Chapter that are surfaced with hard and durable materials, including but not limited to asphalt and concrete, may comply with this note without modifying the existing surfacing material(s) only if the area meets the screening requirements for vehicle use areas as required in **Chapter 10** of the Land Development Code.
6. Reductions for uses allowed in the C-N zoning district:
 - a. A use permitted in the C-N zoning district with less than 2,500 square feet of floor area can reduce parking space requirements by twenty percent up to three (3) spaces provided the use is not adjacent to another use owned or controlled by the same person.
 - b. Commercial uses permitted in the C-N zoning district that occupy no more than 2,500 square feet of floor area and are located in corner commercial structures will have no parking spaces required. Expansion of these structures after the effective date of these regulations will void this exception. Corner commercial structures, as used in this Part, shall mean structures that were constructed prior to 1946 and were built to house a commercial establishment and are situated at an intersection.
7. A Parking Waiver must be obtained to reduce the minimum number of required parking spaces, except as provided in Table 9.1.1.
8. A Parking Waiver must be obtained to exceed the maximum number of parking spaces permitted except when those spaces in excess of the maximum allowed are located within a structured parking facility.

Note: When Outdoor Sales or Display is proposed in an area set aside in accordance with Note 5, the property must be appropriately zoned to allow such activities and the requirements of **Section 4.4.8** of the Land Development Code must be met.

Table 9.1.2: Minimum and Maximum Motor Vehicle Parking Based on Use

USE	Maximum Required	Maximum Allowed
Use Category: Residential		
Single Family Dwellings		
Located on a lot < 6,000 sq. ft. in size:	1 space for each dwelling unit in Traditional Form Districts and 2 spaces for each dwelling unit within Suburban Form Districts (driveways, carports and garages may be used to fulfill this requirement)	No more than 3 vehicles owned or leased by a resident may be parked outdoors. This does not include vehicles parked in garages or carports with at least three sides enclosed. (See Section 9.1.15)
Located on a lot between 6,000 and 20,000 sq. ft. in size:	1 space for each dwelling unit in Traditional Form Districts and 2 spaces for each dwelling unit within Suburban Form Districts (driveways, carports and garages may be used to fulfill this requirement)	No more than 4 vehicles owned or leased by a resident may be parked outdoors. This does not include vehicles parked in garages or carports with at least three sides enclosed. (See Section 9.1.15)
Located on a lot > 20,000 sq. ft. in size:	1 space for each dwelling unit in Traditional Form Districts and 2 spaces of each dwelling unit with Suburban Form Districts (driveways, carports and garages may be used to fulfill this requirement)	No more than 5 vehicles owned or leased by a resident may be parked outdoors. This does not include vehicles parked in garages or carports with at least three sides enclosed. (See Section 9.1.15)
Duplexes	1 space for each dwelling unit (driveways, carports and garages may be used to fulfill this requirement)	No more than 3 vehicles owned or leased by a resident may be parked outdoors. This does not include vehicles parked in garages or carports with at least three sides enclosed. (See Section 9.1.15)
Multiple Family Dwellings		
Located within the Traditional Neighborhood, and Traditional Marketplace Corridor Form Districts:	1.5 space for each dwelling unit	2.5 spaces for each dwelling unit
Located within any other Form District:	1.5 spaces for each dwelling unit	3 spaces for each dwelling unit

USE	Minimum Required	Maximum Allowed
Senior Citizen or Retirement Facilities	.5 spaces for each dwelling unit, plus 1 space for each 2 employees on maximum shift	1.5 spaces for each dwelling unit, plus 1 space for each employee on maximum shift
Dwellings for Persons with Disabilities that Preclude Driving	.25 spaces for each dwelling unit intended for occupancy by persons with disabilities that preclude driving, plus 1.5 spaces for each dwelling unit intended to be occupied by support staff	.75 spaces for each dwelling unit intended for occupancy by persons with disabilities that preclude driving, plus 2 spaces for each dwelling unit intended to be occupied by support staff
Assisted Living Residences	.5 spaces for each dwelling unit, plus 1 space for each 2 employees on maximum shift	1.5 spaces for each dwelling unit, plus 1 space for each employee on maximum shift
Rooming, Boarding and Lodging Houses / Bed & Breakfast	.75 spaces for each bedroom	1.5 spaces for each bedroom
Fraternities and Sororities	2 spaces for each 3 bedrooms, or 1 space for each 50 sq. ft. of floor area used for meeting rooms, whichever is greater	1.5 spaces for each bedroom, or 1 space for each 30 sq. ft. of floor area used for meeting rooms, whichever is greater
College Dormitories	1 space for each sleeping room OR As determined upon review by the Planning Director	2 spaces for each sleeping room OR As determined upon review by the Planning Director
Accessory Residential Uses (e.g. swimming pools, club houses, tennis courts, etc.)	<i>As determined upon review by the Planning Director</i>	<i>As determined upon review by the Planning Director</i>
Use Category: Office		
General / Professional Office	1 space for each 350 sq. ft. of gross floor area	1 space for each 200 sq. ft. of gross floor area
Medical / Dental / Veterinary Office or Clinic	1 space for each 250 sq. ft. of gross floor area	1 space for each 150 sq. ft. of gross floor area
Telemarketing Facility / Call Centers and Similar Uses	1 space for each 250 sq. ft. of gross floor area	1 space for each 125 sq. ft. of gross floor area

USE	Minimum Required	Maximum Allowed
Banks and Related Financial Institutions Drive-Through and/or Walk In Facility-	1 space for each 300 sq. ft. of gross floor area (See Section 9.1.14 for queue space requirements)	1 space for each 200 sq. ft. of gross floor area
Drive-Through Only-	1 space for each 2 employees on maximum shift, plus 2 additional spaces (See Section 9.1.14 for queue space requirements)	1 space for each employee on maximum shift, plus 2 additional spaces
Studios for Artist, Designers, Photographers and Similar Professionals	1 space for each practitioner occupying the site on a full time basis, plus 1 space for every 3 students if classes are conducted on the site	3 spaces for each practitioner occupying the site on a full time basis, plus 1 space for every student if classes are conducted on the site
Studios for Audio and Video Recording	2 spaces plus 1 space for each employee on maximum shift	5 spaces plus 1 space for each employee on maximum shift
Use Category: Industrial and Manufacturing		
Industrial, Manufacturing, Warehouse and Storage Uses	1 space for each 1.5 employees based on combined employment count of the main shift plus the second shift	1 space for each employee based on combined employment count of the main shift plus the second shift
Use Category: Retail		
Motor Vehicle Sales	1 space for each 7,000 sq. ft. of outdoor display/sales area, plus 1 space for each 250 sq. ft. of interior display/sales area, plus parking requirements for auto service establishment (if applicable)	1 space for each 5,000 sq. ft. of outdoor display/sales area, plus 1 space for each 150 sq. ft. of interior display/sales area, plus parking requirements for auto service establishment (if applicable)
Manufactured / Modular Home Sales	2 spaces for each employee on maximum shift, plus requirements for offices	3 spaces for each employee on maximum shift, plus requirements for offices
Grocery Stores	1 space for each 250 sq. ft. of gross floor area	1 space for each 200 sq. ft. of gross floor area

USE	Minimum Required	Maximum Allowed
Pharmacies / Drug Stores	1 space for each 300 sq. ft. of gross floor area used by pharmacist and related waiting areas, plus 1 space for each 250 sq. ft. of gross floor area of retail space (See Section 9.1.14 for queue space requirements)	1 space for each 200 sq. ft. of gross floor area used by pharmacist and related waiting areas, plus 1 space for each 150 sq. ft. of gross floor area of retail space
Convenience Stores and Gas Stations	1 space for each 200 sq. ft. of gross floor area (Parking spaces at gasoline pumps maybe used to satisfy these requirements)	1 space for each 100 sq. ft. of gross floor area
Book, Art, Gift, Pet, Music, Flower Shops and Similar Uses (if greater than 50,000 sq. ft., parking requirements for department / discount stores shall apply)	1 space for each 250 sq. ft. of gross floor area	1 space for each 150 sq. ft. of gross floor area
Furniture Stores	1 space for each 400 sq. ft. of gross floor area	1 space for each 200 sq. ft. of gross floor area
Pawn Shops	1 space for each 300 sq. ft. of gross floor area	1 space for each 200 sq. ft. of gross floor area
Hardware / Home Improvement Stores	1 space for each 300 sq. ft. of gross floor area, plus the requirements for any outdoor display or sales area	1 space for each 200 sq. ft. of gross floor area, plus the requirements for any outdoor display or sales area
Outdoor Display / Sales	1 space for each 500 sq. ft. of outdoor display or sales area	1 space for each 300 sq. ft. of outdoor display or sales area
Greenhouses and Nurseries	1 space for each 300 sq. ft. of gross floor area, plus the requirements for any outdoor sales area	1 space for each 150 sq. ft. of gross floor area, plus the requirements for any outdoor sales area
Department / Discount Stores	1 space for each 300 sq. ft. of gross floor area, plus the requirements for any outdoor sales area	1 space for each 200 sq. ft. of gross floor area, plus the requirements for any outdoor sales area

USE	Minimum	Maximum Allowed
<p>Shopping Centers and Malls (A primarily commercial development that includes one or more retail uses. The total gross leasable area must be in excess of 50,000 square feet, in one or more buildings, located on one or more lots which are designed and laid out to function as an interrelated development, as evidenced by both shared driveways and common parking areas.)</p> <p><400,000 sq. ft. of gross leasable area:</p> <p>400,000 – 600,000 sq. ft. of gross leasable area:</p> <p>>600,000 sq. ft. of gross leasable area:</p>	<p>4 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>4.5 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>5 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>(Any use or group of uses located within a shopping center as defined herein shall have the option of meeting the parking requirements for the individual uses within the shopping center or the requirements for a shopping center, except that the minimum parking requirements for restaurants and movie theaters should be calculated independently.)</p>	<p>5 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>5.5 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>6 spaces for each 1,000 sq. ft. of gross leaseable area</p> <p>(Any use or group of uses located within a shopping center as defined herein shall have the option of meeting the parking requirements for the individual uses within the shopping center or the requirements for a shopping center, except that the maximum number of parking spaces permitted for restaurants and movie theaters should be calculated independently.)</p>

USE	Minimum Required	Maximum Allowed
Use Category: Non-Retail Commercial / Recreational		
Restaurants		
Sit-down dining (with or without drive-through): *outside dining area subject to same requirements as indoor dining.	1 space for each 125 sq. ft. of gross floor area (See Section 9.1.14 for queue space requirements)	1 space for each 50 sq. ft. of gross floor area
Carry-out only (with or without drive-through):	1 space for each 200 sq. ft. of gross floor area (See Section 9.1.14 for queue space requirements)	1 space for each 125 sq. ft. of gross floor area
Ice Cream Parlor / Coffee Shop *outside dining area subject to same requirements as indoor dining.	1 space for each 200 sq. ft. of gross floor area (See Section 9.1.14 for queue space requirements)	1 space for each 100 sq. ft. of gross floor area
Night Clubs, Taverns, dance Halls, Pool Halls, and Similar Uses	1 space for each 100 sq. ft. of gross floor area	1 space for each 50 sq. ft. of gross floor area
Movie Theaters and Cinemas (indoors)	1 space for each 4 seats	1 space for each 3 seats
Drive –In Movie Theater	1 space for each vehicle at maximum capacity, plus 3 spaces	1 space for each vehicle at maximum capacity, plus 10 spaces
Video Rental Stores	1 space for each 250 sq. ft. of gross floor area	1 space for each 200 sq. ft. of gross floor area
Roller or Ice Skating Rink	1 space for each 300 sq. ft. of gross floor area	1 space for each 150 sq. ft. of gross floor area
Bowling Alleys	4 spaces for each alley or lane	6 spaces for each alley or lane
Tennis Centers	1 space for each 2 employees on maximum shift, plus 4 spaces for each court	1 space for each employee on maximum shift, plus 6 spaces for each court

USE	Minimum Required	Maximum Allowed
Public Swimming Pools	1 space for each 100 sq. ft. of water surface area, plus 1 space for each 50 sq. ft. of site area used for spectator seating	1 space for each 60 sq. ft. of water surface area, plus 1 space for each 30 sq. ft. of site area used for spectator seating
Indoor Athletic and Exercise Facilities / Health Club / Gymnastic, Karate, Yoga Studios and Similar Facilities	1 space for each 300 sq. ft. of gross floor area	1 space for each 100 sq. ft. of gross floor area
Coliseums, Stadiums, and Similar Facilities	1 space for each 4 seats or 4 people accommodated at maximum capacity	1 space for each 2.5 seats or 2.5 people accommodated at maximum capacity
Golf Courses	2 spaces for each hole, plus 1 space for each 2 employees on maximum shift	4 spaces for each hole, plus 1 space for each employee on maximum shift
Skateboard Parks, Water Slides, and Similar Uses	1 space for each 5 people the facility is designed to accommodate at maximum capacity	1 space for each 2 people the facility is designed to accommodate at maximum capacity
Athletic Fields	To be determined by the Planning Director	To be determined by the Planning Director
Golf Driving Ranges and Miniature Golf Courses	1 space for each 1.5 tees, plus 1 space for each 1.5 employees on maximum shift	1 space for each tee, plus 1 space for each employee on maximum shift
Horseback Riding Stables (Commercial)	1 space for each horse boarded at the facility	3 spaces for each horse boarded at the facility
Auto Rental Agency	1 space for each 400 sq. ft. of gross floor area in the building, plus 1 space for each 2 employees on maximum shift, with a minimum of 5 spaces	1 space for each 200 sq. ft. of gross floor area in the building, plus 1 space for each employee on maximum shift

USE	Minimum Required	Maximum Allowed
Auto Service Establishments	1 space for each employee on maximum shift, plus 2 spaces for each service bay (service bay may count as 1 of the required spaces)	1 space for each employee on maximum shift, plus 5 spaces for each service bay (service bay may count as 1 of the required spaces)
Car Wash Conveyor Type Operated by Customer –	1 space for each conveyor unit or stall plus 1 space for each vacuum unit (if not accessible to queue spaces) (See Section 9.1.14 for queue space requirements)	2 spaces for each conveyor unit or stall, plus 1 space for each vacuum unit (if not accessible to queue spaces)
Conveyor Type Operated/ Washed by Employees –	1 space for each 2 employees on maximum shift (See Section 9.1.14 for queue space requirements)	1 space for each employee on maximum shift
Self-Service Manual Type-	2 spaces for each stall, plus 1 space for each vacuum unit (if not accessible to queue spaces) (See Section 9.1.14 for queue space requirements)	3 spaces for each stall, plus 1 space for each vacuum unit (if not accessible to queue spaces)
Barber and Beauty Shops	1 space for each 250 sq. ft. of gross floor area	1 space for each 100 sq. ft. of gross floor area
Electronic and Electrical Repair Service Shop	1 space for each 300 sq. ft. of gross floor area, with a minimum of 3 spaces	1 space for each 200 sq. ft. of gross floor area
Picture Framing, Photo Copying, Tailor Shops and Similar Service Shops	1 space for each 250 sq. ft. of gross floor area, with a minimum of 3 spaces	1 space for each 150 sq. ft. of gross floor area
Pet Grooming and Kennels	3 spaces, plus 1 for each 2 employees on maximum shift, plus 1 space for each 3 pet owners at maximum capacity if animal training classes taught on-site	5 spaces, plus 1 for each employee on maximum shift, plus 1 space for each 3 pet owners at maximum capacity if animal training classes taught on-site

USE	Minimum Required	Maximum Allowed
Laundromats and Dry Cleaners	1 space for each 300 sq. ft. of gross floor area (See Section 9.1.14 for queue space requirements)	1 space for each 150 sq. ft. of gross floor area
Catering Kitchen Preparing Food for Off-Site Consumption	2 spaces, plus 1 space for each 1.5 employees on maximum shift, plus 1 space for each business vehicle	4 spaces, plus 1 space for each employee on maximum shift, plus 1 space for each business vehicle
Hotels and Motels	1 space for each sleeping room or individual suite of sleeping rooms, plus 1 space for each 250 sq. feet of gross floor area within the restaurant / bar / entertainment facility (if applicable)	1.5 spaces for each sleeping room or individual suite of sleeping rooms, plus 1 space for each 100 sq. feet of gross floor area within the restaurant / bar / entertainment / meeting room facilities (if applicable)

USE	Minimum Required	Maximum Allowed
Use Category: Institutional		
Churches, Synagogues and Similar Religious Uses		
Where permanent seats installed:	1 space for each 3 seats in the sanctuary or primary assembly area	125% the minimum number of spaces required.
Where no permanent seats provided:	1 space for each 50 sq. ft. of seating area in the sanctuary or primary assembly area *When calculating the required parking for this use, one shall consider all uses associated with the primary use on the site and their hours of operation and peak hours of usage to determine the minimum number of parking spaces needed to adequately serve all uses associated with the primary use. The Planning Director may waive the requirements of Section 9.1.3 E. of this Part if adequate information is provided by the applicant to determine the cumulative parking needs on the site.	125% the minimum number of spaces required.
Trade, Business and Other Proprietary Schools	1 space for each 4 classroom seats, plus 1 space for each 3 employees on maximum shift	1 space for each 2 classroom seats, plus 1 space for each employee on maximum shift
Colleges and Universities	<i>As determined upon review by the Planning Director</i>	<i>As determined upon review by the Planning Director</i>
Grade, Elementary, and Junior High Schools	2 spaces for each classroom, or 1 space for each 5 seats in the primary assembly area, whichever is greater OR <i>As determined upon review by the Planning Director</i>	3 spaces for each classroom, or 1 space for each 3 seats in the primary assembly area, whichever is greater OR <i>As determined upon review by the Planning Director</i>

USE	Minimum Required	Maximum Allowed
High Schools	5 spaces for each classroom, or 1 space for each 4 seats in the primary assembly area, whichever is greater OR <i>As determined upon review by the Planning Director</i>	10 spaces for each classroom, or 1 space for each 3 seats in the primary assembly area, whichever is greater OR <i>As determined upon review by the Planning Director</i>
Day Care Centers, Day Nurseries, Nursery Schools and Similar Uses	2 spaces for each employee on maximum shift or 1 space for each employee on maximum shift plus an area designated for children drop-off and pick-up that must be approved by the agency responsible for the approval of off-street parking facilities.	4 spaces for each employee on maximum shift or 2 spaces for each employee on maximum shift plus an area designated for children drop-off and pick-up that must be approved by the agency responsible for the approval of off-street parking facilities
Funeral Homes and Mortuaries	1 space for each 150 sq. ft. of floor area in parlors or assembly areas	1 space for each 75 sq. ft. of floor area in parlors or assembly areas
Fire Stations With Full-Time Staff: With Voluntary Staff:	1 space for each 2 employees on the maximum shift, plus 3 additional spaces 4 spaces for each piece of apparatus OR To be determined upon review by the Planning Director	1 space for each employee on the maximum shift, plus 3 additional spaces 6 spaces for each piece of apparatus OR To be determined upon review by the Planning Director
Hospitals	To be determined upon review by the Planning Director	To be determined upon review by the Planning Director
Asylums, Institutions, and Homes for Convalescents, Orphans, or Indigents	1 space for each 6 beds	1 space for each 2 beds

USE	Minimum Required	Maximum Allowed
Social / Fraternal Clubs or Lodges, Union Halls and Similar Uses (individual recreational components should be counted separately)	1 space for each 150 sq. ft. of gross floor area	1 space for each 75 sq. ft. of gross floor area
Libraries, Museums, Art Galleries and Similar Uses	1 space for each 300 sq. ft. of gross floor area	1 space for each 150 sq. ft. of gross floor area
Post Office	1 space for each 300 sq. ft. of gross floor area	1 space for each 150 sq. ft. of gross floor area
Airports	To be determined upon review by the Planning Director	To be determined upon review by the Planning Director
Bus and Train Stations	To be determined upon review by the Planning Director	To be determined upon review by the Planning Director
Penal and Correctional Facilities	To be determined upon review by the Planning Director	To be determined upon review by the Planning Director
Use Category: Other / Miscellaneous		
Agricultural, Silvicultural, Mining, and Quarrying Operations	1.5 spaces for each 2 employees on maximum shift	1 space for each employee on maximum shift
Sanitary Landfill	To be determined upon review by the Planning Director	To be determined upon review by the Planning Director

9.1.4 Location of Parking on Lot

Off-street parking is prohibited in all required building setbacks unless specifically authorized in the Form District Regulations.

Exception: Parking for single-family residential uses and duplexes is permitted in the required front or street side yard only on a hard surface or approved semi-pervious driveway that does not exceed twenty (20) feet in width and that leads to a garage, carport, house or rear yard.

9.1.5 Off-Site Parking

- A. Parking spaces required by this Part may be located off-site on property under the same ownership as the use the parking spaces are intended to serve. Such parking spaces intended to serve customers and clientele must be located within 500 feet, and spaces intended to serve employees and staff within 1,000 feet of the buildings or uses requiring the parking. The 500 and 1,000 foot requirements shall be measured by the shortest walking distance (using sidewalks and designated crosswalks) from the nearest point of the property on which the parking spaces are located, to the nearest point of the property on which the use is located and which the parking is intended to serve. The site must be properly zoned and have all proper approvals for automobile parking areas.
- B. Parking spaces required by this Part may be located on property under separate ownership from the use the parking is intended to serve as long as the following conditions are satisfied.
 - 1. The applicant(s) demonstrates that one or more uses located off-site exceed the minimum number of parking spaces required by this Part and are willing to allocate a certain number of the excess spaces to another use to meet its minimum number of required spaces.
 - 2. The site is properly zoned and has all proper approvals for automobile parking areas.
 - 3. Off-site parking spaces intended to serve customers and clientele must be located within 500 feet, and spaces intended to serve employees and staff within 1,000 feet of the buildings or uses requiring the parking. The 500 and 1,000 foot requirements shall be measured by the shortest walking distance (using sidewalks and designated crosswalks) from the nearest point of the property on which the parking spaces are located, to the nearest point of the property on which the use is located and which the parking is intended to serve.

4. All parties shall execute a properly drawn legal instrument/agreement providing for the use of the off-site parking spaces. This instrument shall be drawn to the satisfaction of the Planning Commission's attorney and shall be executed by all parties concerned assuring the availability of the number of spaces designated for off-site use and shall be recorded in the County Clerk's Office. No lease, easement or license of parking spaces may be cancelled without sixty (60) days prior written notice to the Planning Director and a copy of the signed lease, easement, license or agreement must be filed with the application. The applicants and their successors shall annually provide certification to the Planning Director that the parking spaces associated with the off-site parking agreement are still available. The applicant shall provide the Planning Director with immediate written notice at any time that any of the parking spaces associated with the off-site parking agreement become unavailable and shall have thirty (30) days from the time that the parking spaces associated with the off-site parking agreement became unavailable to provide the required number of parking spaces or to apply for a Parking Waiver to reduce the required number of spaces. The use's Certificate of Occupancy shall be conditioned upon the continued availability of the required number of parking spaces.

9.1.6 Joint Use Parking

The Planning Director or designee may authorize the joint use of required parking spaces when two or more uses on the same or separate properties are able to share the same parking spaces because their peak parking demands occur at different times. Joint use of off-street parking spaces shall be subject to the following:

- A. A Parking Study that conforms to the requirements of **Section 9.1.17** shall be submitted by the applicants.
- B. The number of parking spaces which may be credited against the requirements for the structures or uses involved shall not exceed the number of spaces reasonably anticipated to be available during any hours of operation as determined by the Planning Commission based upon the recommendation of the applicable agency responsible for approval of off-street parking facilities.

Note: any joint use parking site must be properly zoned and have all proper approvals for automobile parking areas.

*This lot is available from
6 P.M. to 11P.M. to
patrons of*

"MIKE'S DINER"



- C. The joint parking spaces intended to serve customers and clientele must be located within 500 feet, and spaces intended to serve employees and staff within 1,000 feet of the buildings or uses being served by such facility, measured by the shortest walking distance (using sidewalks and designated crosswalks) from the nearest point of the property on which the parking facility is located, to the nearest point of the property on which the use is located and which the parking is intended to serve. Additionally, signage shall be provided identifying any parking spaces that are being leased or jointly used, who those spaces are available to, and any other restrictions (e.g time available) that may apply. The location and size of such signage shall be required as part of the joint use agreement and shall be subject to review and approval by the Planning Commission or its designee.
- D. Off-street parking areas required for residential use shall not be included in any joint parking arrangement.
- E. All parties shall execute a properly drawn legal instrument/agreement providing for the joint use of the off-street parking areas. This instrument shall be drawn to the satisfaction of the Planning Commission's attorney and shall be executed by all parties concerned assuring the availability of the number of spaces designated for joint use and shall be recorded in the County Clerk's Office. The applicants and their successors shall annually provide certification to the Planning Director that the parking spaces associated with the joint use agreement are still available. The applicant shall provide the Planning Commission with immediate written notice at any time that any of the parking spaces associated with the joint use agreement become unavailable and shall have thirty (30) days from the time that the parking spaces associated with the joint use agreement became unavailable to provide the required number of parking spaces or to apply for a Parking Waiver to reduce the required number of spaces. The use's Certificate of Occupancy shall be conditioned upon the continued availability of the required number of parking spaces.

9.1.7 Carpool Parking

For office, industrial, and institutional uses where there are more than 20 parking spaces designated for employee use on the site, the following standards must be met:

- A. Five spaces or five percent of the parking spaces on the site, whichever is less, must be reserved for carpool use. More spaces may be provided, but are not required.
- B. The spaces designated for carpool use will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed or intended for exclusive customer use.
- C. Signs must be posted, or painted within the spaces, indicating that these spaces are reserved for carpool use.

9.1.8 Elevator Parking Systems

Elevator parking systems or vertical parking towers may be used to meet the minimum number of parking spaces required in accordance with the following:

- A. The use of elevator parking systems or vertical parking towers may be permitted by the Planning Commission or its designee for any use as long as an attendant is present during all business or working hours to move vehicles. The applicant must file an agreement/guarantee with the Planning Commission or its designee ensuring that an attendant will always be present when the system/tower is in operation.
- B. The use of elevator parking systems or vertical parking towers may be permitted by the Planning Commission or its designee for any office or industrial use without an attendant present if the parking spaces provided in this manner are designated for employee use only.

Note: Explanatory material on vertical parking towers is available from Planning and Design Services.

9.1.9 Stacked Parking

Stacked or valet parking may be used to meet the minimum number of parking spaces required in accordance with the following:

- A. The use of stacked or valet parking may be permitted by the Planning Commission or its designee for any use as long as an attendant is present during all business or working hours to move vehicles. The applicant must file an agreement/guarantee with the Planning Commission or its designee ensuring that an attendant will always be present when the lot is in operation.
- B. The use of stacked parking may be permitted by the Planning Commission or its designee for any office or industrial use without an attendant present if the parking spaces used in this manner are designated for employee use only.
- C. The specific design and layout of stacked or valet parking areas shall be approved by the agency responsible for approval of off-street parking facilities.

9.1.10 Credit for On-Street Parking Spaces

Legal on-street parking spaces may be used to satisfy the minimum parking space requirements of this Part. The use of on-street parking spaces to satisfy the minimum parking space requirements of this Part, however, in no way limits the use of said parking spaces to customers, employees or visitors of that particular use. Such parking spaces shall be available to the general public. The use of this provision shall be in accordance with the following:

- A. Credit for on-street parking spaces may be given only in the Neighborhood, Traditional Neighborhood, Traditional Marketplace Corridor, Traditional Workplace, Town Center, Downtown and Village Form Districts.

- B. Any on-street parking space used in this manner must be located on a public street directly abutting and on the same side of the street as the development site.
- C. On-street parking spaces whose use is governed by parking meters or by peak hour parking restrictions may not be used to satisfy the minimum parking requirements of residential uses, but may be used for all other uses as long as the restricted hours of use do not overlap with the land use's peak hours of operation. Bus stops, clear zones adjacent to curb cuts and other areas in which parking is prohibited shall not be included in the calculation of on-street parking spaces.
- D. On-street parking spaces that are not directly abutting the development site may be counted towards the minimum parking space requirements only if specifically authorized by a Parking Waiver.
- E. For the purposes of this section an on-street parking space shall be a minimum of 20 feet in length. Fractional spaces less than .8 (16 feet) shall not be counted as a parking space.

Example: A site with 56 feet of frontage on a public street can claim credit for three parking spaces; a site with 55 feet of frontage can claim credit for two spaces.

9.1.11 Use of Required Parking Spaces

The following shall apply to the use of required parking spaces and areas:

- A. Required parking spaces must be available for the use of residents, customers, visitors or employees of the use. They may not be assigned in any way to a use on another site, except where the joint use parking provisions are employed (see [Section 9.1.6](#)).
- B. Fees may be charged for the use of required parking spaces.
- C. Required parking spaces and areas shall not be used for the display, advertisement, sale, repair, dismantling or wrecking of any vehicles, equipment or materials.
- D. Buildings or structures shall be permitted for shelters for guards, attendants or watchmen; however, any such structure shall not occupy required parking spaces and shall be appropriately delineated on the approved development plan.

Example: If a development is required to provide a minimum of eighty (80) parking spaces and provides one-hundred (100) parking spaces, then the developer shall have the option of surfacing twenty-five (25) percent of the development's total parking area using concrete, surfacing twenty parking spaces using semi-pervious paving systems, locating twenty parking spaces within a parking structure or elevator parking facility, or of providing 25% more canopy trees within the site's ILA's than is otherwise required.

9.1.12 Parking Area Improvements and Maintenance

- A. Surfacing and Facility Type.
 - 1. All off-street parking areas except for those serving agricultural uses shall be of a hard and durable surface that limits or precludes particulate air pollution. Asphalt, brick, concrete paving and interlocking paving blocks, including semi-pervious systems that retain space for vegetation, are acceptable paving materials. Other paving materials (including gravel) may be permitted upon approval by the agency responsible for approval of off-street parking facilities but must include a binding agent to stabilize the surface and prevent dust.

2. Developments that provide more than fifty (50) off-street parking spaces and exceed the minimum number of parking spaces required by this Part shall either:
 - a. Surface a portion of its total parking area proportional to the extent to which the minimum number of parking spaces is exceeded using concrete; or
 - b. Surface the parking spaces in excess of the minimum using semi-pervious paving systems, or locate those parking spaces in excess of the minimum within parking structures or elevator parking systems; or
 - c. Provide 25% more trees within the required Interior Landscape Area (ILA) than is otherwise required by Chapter 10 of the Land Development Code for the site's entire parking area. The trees provided shall be Type A trees that maximize the amount of shade that is provided within the parking area. Additionally, the ILA's shall be designed to maximize their ability to absorb the site's stormwater runoff in an effort to improve the water quality of the stormwater runoff and to provide an adequate water supply to ensure the long term health of the canopy trees.

The Planning Commission may modify this requirement if the applicant demonstrates that an alternative site design, surfacing material or facility type offers greater environmental benefits than those associated with the requirements in this Part.

- B. Striping. All off-street parking spaces, except for those serving detached single-family uses and agricultural uses, shall be delineated using durable painted lines that meet the Manual of Uniform Traffic Control Devices (MUTCD) standards or be approved by the agency responsible for approval of off-street parking facilities. The agency responsible for approval of off-street parking facilities may waive this requirement based on the particular surfacing material being used and other relevant factors.
- C. Wheel Stops and Protective Curbing. Concrete wheel stops or curbing at least six (6) inches high and six (6) inches wide shall be provided to prevent vehicles from overhanging abutting sidewalks, properties or public rights-of-way, to protect landscaped areas and to protect adjacent properties. Such wheel stops or curbing shall be located at least three (3) feet from any adjacent wall, fence, property line, woody vegetation, walkway or structure.
- D. Landscaping. Parking area landscaping shall be provided in accordance with Chapter 10 of the Land Development Code.
- E. Lighting. Parking area lighting shall be provided in accordance with Chapter 4 of the Land Development Code.

- F. Litter Receptacles. All off-street parking areas serving retail uses and restaurants shall provide at least one outdoor litter receptacle within the parking area or at the building entrance. One additional outdoor litter receptacle shall be provided within the parking area or at the building entrance for each seventy-five (75) parking spaces located on the site.
- G. Handicapped Parking Spaces. Handicapped parking spaces shall be provided as required by local ordinances or Federal or State law.
- H. Signage. All signs within off-street parking areas shall be approved by the agency responsible for approval of off-street parking facilities.
- I. Maintenance. All off-street parking areas shall be permanently and continually maintained in good condition and free from potholes, weeds, dirt, trash and other debris.

9.1.13 Parking Area Layout and Design

- A. Access to Parking Spaces.
 - 1. All parking areas, except stacked parking areas, must be designed so that a vehicle may enter or exit without requiring another vehicle to move.
 - 2. Except for single-family dwellings and duplexes, each off-street parking space shall open directly upon a private aisle or private driveway of such width and design as to provide a safe and efficient means of vehicular access between the parking space and public streets. Parking spaces shall be designed to preclude vehicles backing from or onto a public street. Non-residential off-street parking facilities designed for vehicles backing from or onto an alley may be allowed at the discretion of the Director of Works, while those designed for vehicles backing from or onto a private access easement may be allowed at the discretion of the agency responsible for approval of off-street parking facilities.

B. Parking Space and Aisle Dimensions

- 1. The dimensions of off-street parking spaces and associated drive aisles shall be determined by applying the minimum dimensional requirements found within Table 9.1.3..
- 2. Parking structures developed to provide the minimum number parking spaces required by this Part must meet the minimum dimensional requirements specified in Table 9.1.3, below. The design and layout of all other parking structures, including but not limited to those used to create parking spaces in excess of the maximum allowed for a particular use and those for-profit parking structures not associated with any particular use, shall be approved by the agency responsible for approval of off-street parking facilities.

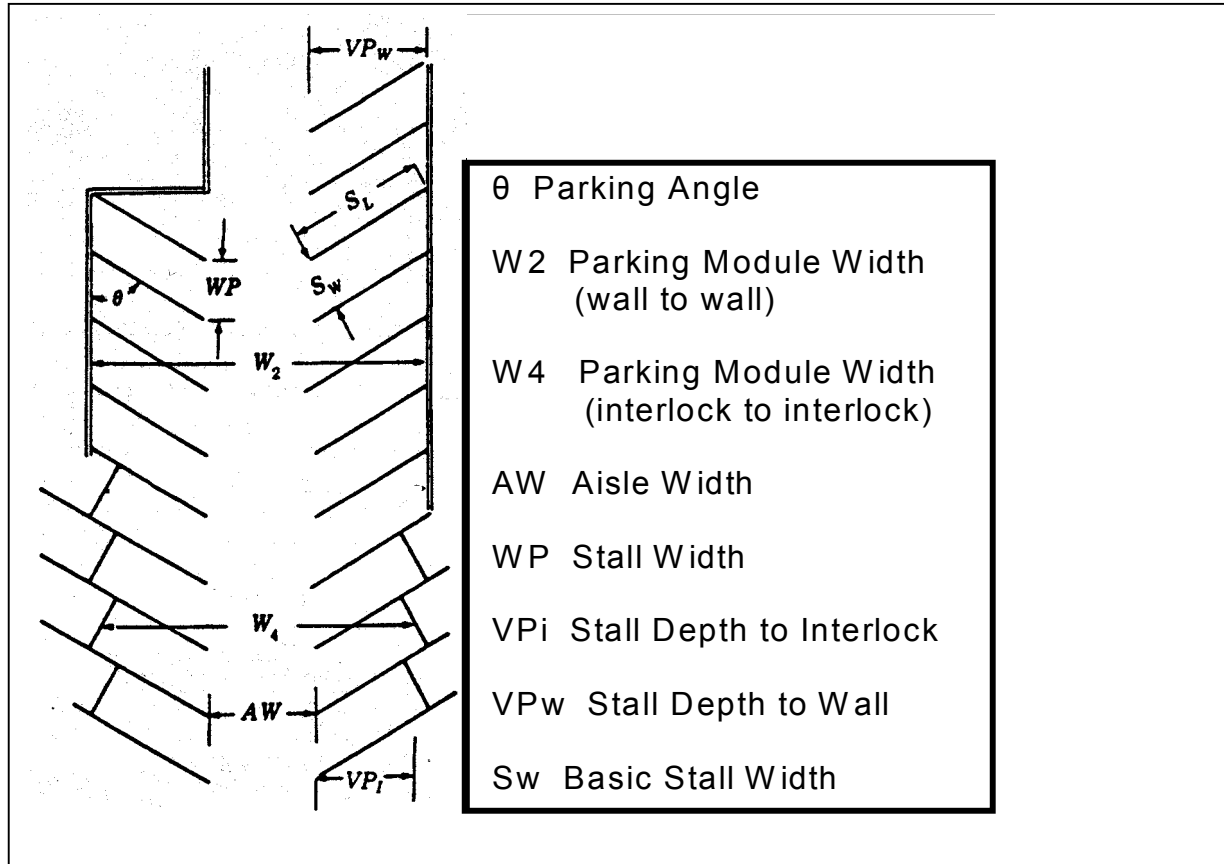
Note: The parking dimensions required by this Part are based on the parking turnover rate for various uses. The concept, which is published and recommended by ITE, is based upon the premise that the more frequently a parking space is entered and exited, the more space is needed to accommodate for driver error.

3. Parking spaces serving single family residential developments located within driveways and garages need only meet the Stall Width and Stall Depth to Wall standards set forth in Table 9.1.3.
4. Parallel parking spaces shall be at least ten (10) feet in width and twenty- two (22) feet in length.
5. The Director of the Permit Issuing Authority may modify the dimensional requirements of this Section when he/she finds that such modifications would not adversely affect the functionality of the parking area and the safety of those that use it (such as the use of other acceptable standards like ITE Manual standards).

Table 9.1.3: Minimum Parking Dimensions By Parking Class

Minimum Off-Street Parking Dimensions					Modules		
Parking Angle (degrees)	Sw Basic Stall Width (ft)	WP Stall Width Parallel to Aisle (ft)	VPw Stall Depth to Wall (ft)	Vpi Stall Depth to Interlock (ft)	AW Aisle Width (ft)	W2 Wall to Wall (ft)	W4 Interlock to Interlock (ft)
45	8.5	12.0	17.5	15.3	13	48	44
45	9.0	12.7	17.5	15.3	12	47	43
45	9.5	13.4	17.5	15.3	11	46	42
60	8.5	9.8	19.0	17.5	18	56	53
60	9.0	10.4	19.0	17.5	16	54	51
60	9.5	11.0	19.0	17.5	15	51	50
75	8.5	8.3	19.5	18.8	25	64	63
75	9.0	9.3	19.5	18.8	23	62	61
75	9.5	9.8	19.5	18.8	22	61	60
90	8.5	8.5	18.5	18.0	26	62	60
90	9.0	9.0	18.5	18.0	24	60	60
90	9.5	9.5	18.5	18.0	24	60	60

Figure 9.1.1: Parking Dimensional Layout Diagram



C. General Design Criteria

1. The parking areas of all developments shall be designed so that sanitation, emergency, and other public service vehicles can serve such developments without the necessity making hazardous turning movements.
2. Circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians, bicyclists, or other vehicles and without interfering with parking areas. This includes the provision for "stop", "yield", "speed limit", "do not enter" and other traffic signs at appropriate locations.
3. Vehicles parked on private driveways shall be arranged to avoid pedestrian / vehicle conflict (i.e. vehicles should not extent across sidewalks or other pedestrian facilities).

9.1.14 Queuing for Drive-Through Facilities

In addition to meeting the parking requirements of this Part, drive-through facilities shall comply with the following standards.

- A. **Spaces Required.** The minimum number of queue spaces required shall be as follows. The Director of the Permit Issuing Authority may permit variations from these minimums when he/she finds that such modifications would not adversely affect the functionality of the parking area and the safety of those that use it. The Director of Works may require queue spaces in excess of the minimum when he/she finds that the proposed facility would cause traffic to back-up on a public thoroughfare.

Use	Minimum Spaces	Measured From
Bank Teller Lane, Laundromats/Dry Cleaners, Drug Store, Ice Cream Parlor/Coffee Shop Drive-Through Lane	3 per Lane	Teller or Window
Automated Teller Machine (ATM)	2 per Machine	Teller Machine
Restaurant Drive-Through	6 per Lane	Pick-up Window
Car Wash (Conveyor Type Operated by Customer)	4 per Conveyor Unit/Stall	Entrance
Car Wash (Conveyor Type Operated/ Washed by Employees)	6 per Conveyor Unit/Stall	Entrance
Car Wash (Self Service/ Manual)	2 per Stall	Stall

- B. **Minimum Dimensions.** Each queue space shall be at least ten (10) feet in width and twenty (20) feet in length.
- C. **Design.** Each queue lane shall be clearly defined and designated so as not to conflict or interfere with other pedestrian or vehicular traffic on the site.

9.1.15 Parking in Residential Areas

The following regulations shall apply to outdoor parking for all residential zoning districts located in allowed parking area in the Neighborhood, Traditional Neighborhood and Village Form Districts.

A. Parking of Passenger Vehicles and Light Trucks. Passenger vehicles and light trucks may be parked in any allowed parking area to the extent that the number of vehicles being parked does not exceed the maximum permitted in Table 9.1.2.

B. Parking of Medium and Heavy Trucks.

1. The parking of medium trucks shall count against the maximum number of vehicles allowed in Table 9.1.2 and shall be permitted as follows:

No more than one medium truck per dwelling unit may be parked outdoors on a lot that is less than 20,000 square feet in size.

No more than two medium trucks per dwelling unit may be parked outdoors on a lot that is greater than or equal to 20,000 square feet in size.

2. The parking of heavy trucks and equipment is prohibited.

C. Buses, Utility Trailers and Recreational Vehicles. Buses, utility trailers, recreational vehicles and trailers used to haul recreational vehicles may be parked in required parking spaces as specified in B above, but shall not be parked between the street and façade of the principal structure on the lot. These vehicles shall count toward the maximum number of vehicles permitted on a lot. For purposes of this regulation a recreational vehicle on a trailer shall be considered as one vehicle.

Exception: Those located within multi-family developments that consist of six (6) or more apartment units shall be parked in areas set aside for such parking and shall be screened using a continuous vegetative hedge at least three (3) feet in height.

D. Vehicle Service and Repair. Service and repair of vehicles not owned or leased by and registered to a resident of the site is prohibited. Vehicles may be serviced and repaired provided that the conditions listed in either 1 and 2 or 3 and 4, below, are met..

1. The vehicles are owned or leased by and registered to residents of the site; and

Note: This restriction prohibits the parking of tractor-trailers on a residential lot or on the street in a residential area in the Neighborhood, Traditional Neighborhood and Village Form Districts.

Note: Abandoned, Junked and Inoperable Vehicles are regulated by various City and County Ordinances.

2. The service and repair is minor. Minor service and repair includes tune-ups, replacement and servicing of oil and other fluids, and replacement and adjustment of minor parts such as tires, hoses, belts, filters, fuses and similar items. It does not include: body and fender repair and replacement; painting; engine or transmission removal or replacement; or any work using welders, torches, or air-driven power tools.

OR

3. The vehicles are owned or leased by and registered to residents of the site; and
4. All work occurs within a completely enclosed structure.

9.1.16 Parking Waiver Provisions

- A. General Parking Waivers. In extraordinary cases in which the requirements of this Part would create hardship in the use of a particular site, the Planning Commission may consider granting a General Parking Waiver.
 1. When Required. General Parking Waivers are required when an applicant wishes to provide less parking spaces than are required by this Part, when an applicant wishes to provide more parking spaces than are allowed by this Part, or when an applicant wishes to use on-street parking spaces that are not directly adjacent or abutting the development site or parking spaces located in a public parking lot to meet the minimum number of spaces required by this Part.
 2. Application Requirements. General Parking Waiver applications must provide the following:
 - a. A completed application form.
 - b. A district development plan depicting the use and the off-street parking areas which, except as otherwise specified herein, shall be processed, implemented and enforced as prescribed by other portions of the Land Development Code. The applicant shall pay the fee specified for such a request unless the request is processed with a request for rezoning relating to the same property.
 - c. The names and addresses of all persons designated by the property valuation administrator as owners of property within 200 feet of subject property and within 100 feet of any on-street parking space or public parking lot proposed to be used to meet the requirements of this Part.

- d. Parking Study as prescribed in Section 9.1.17 of this Part.
 - e. A current recorded deed with an “End of Document Stamp” on the last page.
 - f. Any other submittal requirements as determined by the Planning Director.
- 3. Process.
 - a. The Planning Commission shall hold a public hearing to consider any request for a General Parking Waiver, except as stated in [Section 9.1.16 A. 3. b.](#), below. It shall send notice of the public hearing to those meeting the criteria of [Section 9.1.16 A. 2. c.](#), above, using the information provided by the applicant, by first class mail not less than seven (7) and not more than thirty (30) days prior to the hearing.
 - b. The Planning Commission’s designee may waive the requirement for a public hearing and take action on General Parking Waivers requesting a reduction of five (5) or fewer parking spaces not to exceed the maximum parking waiver percentage permitted within the form district (see number 4 below) or a reduction constituting less than ten (10) percent the total number of required parking spaces, not to exceed twenty five (25) spaces. Notice shall be sent stating that a General Parking Waiver has been filed and that the Planning Commission’s designee may waive the public hearing requirements and take action on the request. The notice shall be sent following the same criteria depicted in [Section 9.1.16 A. 3. a.](#), above.
- 4. Maximum Waiver Reductions. The maximum reduction in the required number of parking spaces that can be granted by a General Parking Waiver shall be as follows:
 - a. No more than a thirty three (33) percent reduction shall be permitted within the Neighborhood, Village, Campus, Town Center, Regional Center, Suburban Marketplace Corridor and Suburban Workplace Form Districts.
 - b. No more than a fifty (50) percent reduction shall be permitted within the Downtown, Traditional Neighborhood, Traditional Marketplace and Traditional Workplace Form Districts.
 - c. A one hundred (100) percent reduction may be permitted in the Central Business District.
- 5. Required Findings. In granting a General Parking Waiver the Planning Commission must find that:

- a. All General Parking Waivers
 - i. The Parking Waiver is in compliance with the Comprehensive Plan.
- b. Waivers to Reduce the Minimum Number of Required Parking Spaces
 - ii. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use provisions; and
 - iii. The requested waiver is the smallest possible reduction of parking spaces that would accommodate the proposed use; and
 - iv. Adjacent or nearby properties will not be adversely affected; and the requirements found in Table 9.1.2 do not accurately depict the parking needs of the proposed use and the requested reduction will accommodate the parking demand to be generated by the proposed use.

- c. Waivers to Provide More Parking Spaces than the Maximum Allowed

The requirements found in Table 9.1.2 do not allow the provision of the number of parking spaces needed to accommodate the parking needs of the proposed use and the requested increase is the minimum needed to do so. The Planning Commission's designee may waive the requirement for a public hearing and take action on Maximum Parking Waivers requesting an increase of five (5) or fewer parking spaces or an increase constituting less than ten (10) percent of the total number of required parking spaces, not to exceed twenty five (25) spaces. Notice shall be sent stating that a General Parking Waiver has been filed and that the Planning Commission's designee may waive the public hearing requirements and take action on the request. The notice shall be sent following the same criteria depicted in [Section 9.1.16 A. 3. a.](#), above.

- d. Waivers for Use of On-Street Parking Spaces Not Adjacent to Site or Public Parking Lots or Facilities to Meet Minimum Parking Requirements
 - i. There is a surplus of on-street parking or public parking lots or facilities in the area that are not being currently utilized and can accommodate the generated parking demand; and
 - ii. Adjacent or nearby properties will not be adversely affected.

6. Continued Validity. The continued validity of a Parking Waiver shall be in accordance with following:
 - a. Any reduction of the required number of parking spaces granted by the Planning Commission shall be limited to the specific use of the property and the amount of parking shown on the district development plan.
 - b. Any expansion of the use beyond what is depicted on the development plan shall provide parking as required by this Part.
 - c. Any change of use of property that has been granted a parking waiver shall be reviewed by the Planning Commission. If the Commission determines that the change in use may have a substantial impact on the need for parking facilities, the Commission shall hold a public hearing to determine if the reduction of parking spaces granted to the previous use shall apply to the new use.
- B. Residential Revitalization Parking Waivers. In cases in which the minimum parking space requirements of this Part would create hardship in the use of a particular site for residential purposes, the parking space requirements may be reduced by up to one hundred (100) percent of the spaces normally required if:
 1. The site is located within a Traditional Neighborhood, Traditional Marketplace Corridor, Traditional Workplace or Town Center Form District.
 2. The Planning Commission finds that the reduction of parking requirements will not create a shortage of parking spaces in the surrounding area and that the provision of parking spaces as prescribed in this Part would create a hardship or would entail extraordinary expense; and
 3. For requests for reduction of parking requirements by ten (10) or more spaces, the Planning Commission finds the request to be in conformance with the Comprehensive Plan. The Planning Commission may hold a public hearing on the waiver request if it determines that a public hearing is necessary.

4. Planning Commission approval or denial of any residential revitalization parking waiver request may be reviewed by the legislative body having zoning authority over the property in question, if said legislative body determines that such a review is warranted. Any such review shall be conducted as a public hearing. The owner(s) of the subject property or any aggrieved party may request such a hearing by written letter to the appropriate legislative body stating the reason(s) why such a review is warranted. Such letter shall be filed with the appropriate legislative body within fifteen (15) days from the date the minutes of the Planning Commission are approved reflecting its action regarding said residential revitalization parking waiver request. The legislative body shall forward a copy of said letter to the owner of the subject property, if the owner is not the applicant for the review. A copy of said letter shall also be forwarded by the legislative body to the Planning Commission.
 - a. If the legislative body determines that a review regarding the residential revitalization parking waiver request is warranted, it shall inform the Planning Commission, by letter, of the date, time, place, and subject of the public hearing concerning the review.
 - b. The legislative body shall notify, by letter, all parties of record to any Planning Commission hearing previously held regarding the subject residential revitalization parking waiver request, and all owners of property adjoining the subject property of the date, time, place, and subject of the hearing.
 - c. The public hearing shall include a presentation by the Planning Commission stating the reason(s) for its action pertaining to the residential revitalization parking waiver request. In addition, any applicant for review of the Planning Commission's action pertaining to said request shall state why he believes the Planning Commission's action was not justified. The legislative body may hear any other such witnesses and review any other evidence at the hearing it deems appropriate.
 - d. The legislative body may adopt a resolution approving or denying the residential revitalization parking waiver request, but it must act no later than sixty (60) days from the time Planning Commission acts on the waiver request.

9.1.17 Parking Studies

- A. When Required. A Parking Study shall be required when any of the following occurs:

1. An applicant wishes to utilize the Joint Use Parking provisions described in Section 9.1.6.
 2. An applicant requests a General Parking Waiver to allow the provision of less parking spaces than are required by this Part.
 3. An applicant requests a General Parking Waiver to allow the provision of more parking spaces than is allowed by this Part.
 4. An applicant wishes to use on-street parking spaces that are not directly adjacent to or abutting the development site or parking spaces in a public parking lot to meet the minimum number of parking spaces required by this Part.
 5. The Planning Director, upon consultation with the Director of Works and the agency responsible for approval of off-street parking facilities, requests a Parking Study due to unusual circumstances on or near the site.
- B. Content. A Parking Study submitted to satisfy the requirements of this Part shall include the following information based upon the reason the Parking Study is required. The Planning Director, upon consultation with the Director of Works and the agency responsible for approval of off-street parking facilities, may waive any of these required contents or require additional information depending upon the specifics of the application. The Parking Study shall be reviewed by, and must be acceptable to, the Planning Director, upon consultation with the Director of Works and the agency responsible for approval of off-street parking facilities.
1. Joint Use Parking
 - a. A description of each site's use(s) including a detailed calculation of its required/allowed parking, a listing of peak hour(s) of parking demand for each use and/or site, and an inventory of existing spaces on each site; and
 - b. The results of at least three separate site surveys, conducted on different days, that depict the usage of the existing parking spaces hourly during the peak hours of usage and hourly four hours before and after that time. Site surveys are not needed for any portion of the period four hours before and after the peak hour in which the use is not in operation. One of the days surveyed should be the peak day or busiest day of operation, if one can be determined for the specific use(s); and
 - c. Any other information requested by the Planning Director or the agency responsible for approval of off-street parking facilities.
 - d. A map showing the location of on-street and off-street parking spaces used in the parking study. The map shall clearly delineate the location and number of spaces used in the study.

2. Parking Waivers for Space Reductions or Increases.
 - a. An analysis of the peak parking demand for two similar or like facilities in terms of use and size. The analysis should include the facilities' peak parking days of the week and hours of the day, as depicted by a study of the existing parking spaces hourly during the peak hours of usage and hourly four hours before and after that time for each facility. It should also include the number of spaces each facility contains; or
 - b. The results of at least three separate site surveys, conducted on different days, that depict the usage of the existing parking spaces hourly during the peak hour of usage and hourly four hours before and after that time for a similar or like facility. Site surveys are not needed for any portion of the period four hours before and after the peak hour in which the use is not in operation. One of the days surveyed should be the peak day or busiest day of operation, if one can be determined for the specific use(s); and
 - c. Any other information requested by the Planning Director or the agency responsible for approval of off-street parking facilities.
 - d. A map showing the location of on-street and off-street parking spaces used in the parking study. The map shall clearly delineate the location and number of spaces used in the study.
3. Parking Waivers for Use of On-Street Parking Spaces Not Adjacent to Site or Spaces Located in Public Parking Lots
 - a. A map depicting the site and all lots, uses, streets, and alleys adjacent to on-street parking spaces proposed to be used to satisfy the minimum parking space requirements of this Part. The map should also depict the on-street parking spaces or public parking lot and should be drawn to scale and include a north arrow; and
 - b. The results of at least three separate site surveys, conducted on different days, that depict the usage of the existing on-street parking spaces or public parking lot during the peak hour of usage and four hours before and after that time. Site surveys are not needed for any portion of the period four hours before and after the peak hour in which the use is not in operation. One of the days surveyed should be the peak day or busiest day in the vicinity, if one can be determined for the specific use(s); and
 - c. Any other information requested by the Planning Director or the Director of Works.

- d. A map showing the location of on-street and off-street parking spaces used in the parking study. The map shall clearly delineate the location and number of spaces used in the study.

9.1.18 Loading Area Requirements

All buildings and uses that require the receipt or distribution of materials or merchandise by medium or heavy trucks or similar vehicles shall provide loading space in accordance with this Part.

- A. The following requirements for loading areas shall be applicable within the Neighborhood, Village, Campus, Town Center, Regional Center, Suburban Marketplace Corridor and Suburban Workplace Form Districts:

1. New buildings, or buildings structurally altered to the extent of increasing floor area to an amount equal to the minimum floor area required to provide loading space, shall provide the number of spaces in accordance with its class of use as prescribed by this Section. Only that portion erected or expanded after the effective date of this Part shall be required to meet the provisions of this Section.

- a. Commercial, industrial, and public utility uses, which have gross floor area of 5,000 square feet or more, shall provide off-street truck loading or unloading berths in accordance with the following:

Square Feet of Floor Area	Number of Berths Required
Less than 5,000	0
5,000 to 30,000	1
30,001 and over	2 plus 1 for each additional 90,000 square feet or portion thereof

- b. Office buildings, hotels, hospitals and institutions, schools and colleges, public buildings, recreational or entertainment facilities, and any similar use which has a gross floor area of 100,000 square feet or more shall provide off-street truck loading or unloading berths in accordance with the following:

Square Feet of Floor Area	Number of Berths Required
Less than 100,000	0
100,001 to 200,000	1
200,001 and over	2 plus 1 for each additional 150,000 square feet or portion thereof.

- c. Restaurants that have a gross floor area greater than 30,000 square feet shall provide at least one off-street truck loading or unloading berth.

2. The minimum size of an off-street loading berth shall be 10 feet by 50 feet, with a height clearance of 14 feet, exclusive of driveways and maneuvering space. The loading berth shall be designed and located to preclude the need of a delivery vehicle to back onto a public right-of-way.
 3. Loading and unloading spaces shall not constitute required off-street parking space; nor shall any off-street parking area be used for off-street loading purposes. No loading area may be located in the required yards.
 4. The number and size of loading berths required by this Part may be reduced by up to fifty (50) percent or by one berth, whichever is greater, by the agency responsible for approval of off-street parking facilities upon demonstration by the applicant that the proposed building or use can be adequately served by fewer and/or smaller berths than is required by this Part.
- B. The following requirements for loading areas shall be applicable within the Downtown, Traditional Neighborhood, Traditional Marketplace and Traditional Workplace Form Districts:
1. New buildings or uses shall provide truck loading or unloading berths adequate to serve the proposed use. The Director of Works, upon consultation with the agency responsible for approval of off-street parking facilities, shall determine the minimum number and size of off-street loading berths required.
 2. The proposed building or use may fulfill minimum loading requirements by providing a combination of both off-street loading berths and on-street loading zones. The Director of Works, upon consultation with the agency responsible for approval of off-street parking facilities, shall make a determination of the minimum number and size of off-street loading berths based on a review of the development and circulation plans and other supporting documentation submitted by the applicant.

The intent of this Part is to provide an adequate quantity of bicycle parking facilities in proportion to the need created by each land use. These regulations are further intended to provide durable bicycle parking facilities that provide good support of the bicycle frame.

9.2.1 Relationship to the Comprehensive Plan

The bicycle parking standards prescribed by this Part are intended to implement the following Cornerstone 2020 Comprehensive Plan Goals and Plan Elements.

Goals	Plan Elements
Mobility Strategy Goal I7	Guideline 9

9.2.2 Applicability

The requirements of this Part shall apply to all bicycle parking devices/facilities in all Form Districts, whether required by this Land Development Code or created for the convenience of property owners or users. No permanent certificate of occupancy shall be provided unless and until the appropriate bicycle parking facilities are provided in compliance with this Part.

NOTE: Temporary C.O. could be issued, to avoid costly delays for new developments in the process of installing bicycle facilities.

9.2.3 Parking Device Type and Location Requirements

The type of bicycle parking facility, method of installation, and location of the device must be in accordance with the Bicycle Parking Facility Design Manual found in Appendix 9A. Any deviations from this Manual must be approved by the Director of Public Works. Whenever the device will be placed in the public right-of-way, the Public Works Department must approve the location.

9.2.4 Signage Requirements

Instructional signs are required unless the design of the parking device is so common or straightforward that its mode of use is self-evident. Directional signs are required if the parking locations are not easily visible when approaching the area. Directional signs that will be placed within the public right-of-way must conform to the Manual of Uniform Traffic Control Devices and be approved by the Public Works Department.

9.2.5 Parking Space Requirements

- A. Calculating Space Requirements. The requirements listed in Table 9.2.1 pertain to the **number of spaces** for bicycle parking. One bicycle parking rack may have room for several parking spaces. Where an option is provided, whichever results in the greatest number of spaces is the minimum required. For land uses not specifically mentioned in the table, requirements will be determined based on the most similar use listed, except that single family and multi-family residential dwellings are exempt from bicycle parking requirements.

- B. **Parking Requirements for Additions to Existing Structures/ Uses.** The standards in Table 9.2.1 shall apply when any existing use or structure is proposed for an addition or expansion that increases the unit(s) of measurement (such as number of dwelling units, gross floor area, seating capacity, or number of employees) used for computing the required parking facilities for that use. When a lawful building or use not meeting the requirements for bicycle parking is increased in gross floor area by fifty (50) percent or less, then only the addition shall be required to meet the standards of this Part. The existing building or use is not required to come into compliance with the standards of this Part. When a lawful building or use not meeting the requirements for bicycle parking is increased in gross floor area by more than fifty (50) percent, then both the existing building or use and the addition shall be required to meet the standards of this Part. This provision shall be cumulative and shall apply to any single or group of successive increases that occur after the effective date of this Part.
- C. **Reduction or Waiver Requirements.** The Planning Director, upon consultation with the Director of Public Works and the Director of Building Permits, is authorized to reduce or waive the bicycle parking space requirements if there are extraordinary circumstances related to land use, adjacent road network and bicycle accessibility, availability of bicycle parking off the premises, or other mitigating circumstances.
- D. **Short-term and Long-term Parking.** Public bicycle parking facilities within the same block face, or within 400 feet of the main entrance for a business within a shopping center, may satisfy short-term parking requirements. Secured storage facilities with ample room and accessibility for bicycles may satisfy long-term parking requirements. While Table 9.2.1 divides the parking space requirements into long-term and short-term requirements, any bicycle parking facility that is approved in the Bicycle Parking Design Manual or specifically approved by the Public Works Department can be used to satisfy either long-term or short-term requirements. However, for maximum utilization of the parking facilities, it is recommended that the long-term parking spaces be secure and suitable for all-day parking.

Refer to the Bicycle Parking Design Manual, in the Appendix, for illustrations of acceptable bike parking facilities.

Short-term Parking - Short-term parking is mainly for visitors and customers. Some short-term bicycle racks have spaces for several bicycles.

Long-term Parking - Long-term parking is for all-day users. They can be bicycle lockers, "bike banks," bicycle racks in enclosed areas, or space within a building where workers may park a bicycle for the day. Many long-term parking facilities have space for only one bicycle.

Table 9.2.1: Bicycle Parking Requirements by Land Use

Use Category	Specific Use	Required Long-term Parking Spaces	Required Short-term Parking Spaces
Residential	Boarding houses	2, or 1 per ten sleeping rooms	None
	Hotels, motels	2, or 1 per 50 employees	None
Commercial / Industrial	Retail sales, service operations *	2, or 1 per 50,000 square feet of gross floor area	2, or 1 per 25,000 square feet of gross floor area
	Office buildings **	2, or 1 per 50,000 square feet of gross floor area	2, or 1 per 50,000 square feet of gross floor area
	Museums, libraries	2, or 1 per 50 employees	4, or 1 per 25,000 square feet of gross floor area
	Movie theaters	2, or 1 per 50 employees	4, or 1 per 50 seats
	Restaurants, ice cream shops, coffee shops	2, or 1 per 50 employees	4, or 1 per 50 seats
	Recreation centers	2, or 1 per 50 employees	4, or 1 per 25,000 square feet of gross floor area
	Major event entertainment (e.g., stadiums, arenas)	2, or 1 per 50 employees	8, or 1 per 500 seats
	Manufacturing	2, or 1 per 50 employees	None
	Warehousing	2, or 1 per 50 employees	None
Institutional	Medical centers	2, or 1 per 50 employees	2, or 1 per 25,000 square feet of gross floor area
	Transit park and ride lots	1 per 50 daily boardings	None

* Retail businesses below 3,000 square feet of gross floor area are exempt from bicycle parking requirements

** Office buildings below 10,000 square feet of gross floor area are exempt from bicycle parking requirements

Appendix 9A
Bicycle Parking Design Manual, 2002

Many people refrain from riding their bicycles for basic transportation because of a lack of secure bicycle parking spaces. The purpose of this Bicycle Parking Design Manual is to assist with the selection and installation of bicycle parking.

What are the required criteria for an acceptable bicycle parking device?

- A durable, securely-anchored device that supports the frame of the bicycle in at least one place
- The device must accommodate a high security U-shaped lock that can secure the frame and at least one wheel or a cable lock that can secure the frame and both wheels.
- Each parking space must have the following dimensions: 2 feet wide, 6 feet long and 7 feet high

Examples of acceptable short-term bicycle parking devices:**“Inverted U” Racks**

This rack provides two bicycle parking spaces and supports each bicycle frame in two places. It is one of the most recommended types of bicycle parking devices. In fact, some cities have decided to exclusively require this type of rack. The height and width of this rack vary (width 18 to 30 inches; height 32 to 36 inches). Some trade names are “rib” and “bike dock.”



Connected Series of Angled “Inverted U” Spaces

The rack can contain a series of connected “inverted U” sections. In order to count each “inverted U” as space for two bicycles, they must be situated so that there is adequate space between them. Otherwise each “inverted U” would count as only one space. The racks with parallel sections, where two bicycles can be parked on each side of the sections are shown below.



Continuous Chain of “Inverted U” Spaces

These racks are often referred to as “waves.” The “inverted U” spaces in this type of rack are continuous and the bicycle parking spaces are perpendicular to the “inverted U” rather than parallel as in the single “inverted U” devices or the connected angled “inverted U” spaces discussed above. Some cities have made this rack type unacceptable because some cyclists park their bicycle parallel to the rack, potentially decreasing the number of bicycle spaces available to subsequent cyclists parking at the device.

We have chosen to allow this device, but caution its use. Below on the left are two bicycles parked properly. Below on the right are two bicycles parked parallel to the rack. While one more bicycle can be parked on the right side of the rack (in perpendicular position) in both views below, the situation of parking parallel to the rack could make it difficult or impossible to park another bicycle at the rack.



In addition, the manufacturers of some “wave” type racks state that their rack can hold more bicycles than is possible given the need for each space to be 2 feet wide and 6 feet long. The manufacturer of the “wave” rack pictured above states it will accommodate five bicycles. For that to be true bicycles would need to be parked from both directions and there would still be bicycles not fitting unless the 2 by 6 feet space is available. Therefore, caution must be used. If this type of rack is desired, consultation from Planning and Development Services is available to determine how many spaces can be counted, given the dimension of the rack and the available space for its installation.

Custom Bicycle Racks

There are some individuals who have fabricated a special bicycle rack. As long as each parking space meets the criteria listed in this Manual, special bicycle racks can be approved for use. Some examples are pictured below.



Each of these custom racks consists of a durable, securely-anchored device that supports the bicycle frame in two places, the ability to accommodate a U-shaped lock or a cable lock, and two parking spaces of 2 feet by 6 feet with adequate height. There are now some firms that manufacture something similar to the rack above on the left.

Examples of acceptable long-term bicycle parking devices:

Bicycle Bank

This is a secure bicycle parking device for one bicycle that is designed for long-term parking. It is only available from Graber Products, Madison, Wisconsin. The device has mechanisms that hold each wheel and the frame in place (as well as a locker for gear) and all are securely locked with one U-shaped lock.



Bicycle Locker

This is a fully enclosed, secure locker that can hold a bicycle and gear. It protects the bicycle from the weather and is intended for long-term storage. There are various mechanisms for locking the door.



Other Long-Term Parking

A secured storage facility that has ample room and accessibility for employees to park their bicycles may be used to satisfy the parking requirements as long as it meets all the criteria for an acceptable parking facility in this Manual.

Examples of Unacceptable Bicycle Racks:

Bicycle racks and parking devices that only support one wheel of the bicycle are not acceptable for satisfying the LDC Bicycle Parking Standards. Some names commonly used for these racks are:

- wheel holder
- fence style
- grid style

Illustrations of Unacceptable Bicycle Racks:



What are the requirements for selecting a location for the bicycle parking device?

- If there is one building associated with the installation, locate short-term bicycle parking devices at least as close to the primary entrance as is the nearest non-handicapped automobile parking space.
- Parking spaces must be at least 6 feet (1.8 m) long and 2 feet (0.6 m) wide with an overhead clearance of 7 feet (2.1m).
- Device must be a minimum of 2 feet from a parallel wall and 2.5 feet from a perpendicular wall.
- Provide an aisle of at least 5 feet (1.5 m) between rows of bicycle parking.
- If located on or next to a sidewalk, a minimum of 5 feet of clear sidewalk must remain when bicycles are parked at the device
- If the device is installed at a transit stop, its location cannot impede transit boarding.
- The bicycle parking device cannot impede pedestrian travel.
- Where automobile parking is covered, bicycle parking shall also be covered.
- If the installation is near a curb on a street with motor vehicle parking, at least three feet of space must remain between a bicycle parked at the rack and the curb.
- Whenever the device will be placed in the public right-of-way, the Public Works Department must approve the location.

What are the signage requirements for bicycle parking facilities?

- Instructional signs are required unless the design of the bicycle parking facility is so common or straightforward that its mode of use is self-evident to a prospective user.
- Directional signs are required if the parking locations are not easily visible when approaching the area. Directional signs that will be placed within the public right-of-way must conform to the Manual of Uniform Traffic Control Devices and be approved by the Public Works Department.

For more information or assistance, please contact Jefferson County Planning and Development Services 574-6230.